Westfall High School

Westfall Middle School

Student Handbook

2017-2018 School Year
Westfall High School
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Student Handbook
2017-2018

Westfall High School
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GENERAL STATEMENT OF WELCOME AND PHILOSOPHY

Dear Students and Parents,

Welcome! On behalf of the faculty and staff of Westfall High and Middle Schools, we would like to welcome you to the 2017-2018 school year. We hope you had a pleasant and enjoyable summer and are ready for a productive school year.

Westfall schools are truly committed to creating a learning culture of excellence that encourages and supports all students in their academic and personal growth. We look forward to working with you to assist you in becoming a career or college ready individual. To that end, it is our goal to provide a safe, positive, stimulating environment that allows each student to excel to his/her greatest potential.

We encourage you to challenge yourself to study and learn as much about each academic subject as possible. Set goals for yourself and always strive to be the best person you can be. Good grades are important; however, what you learn and how you treat others is even more important.

Get involved! Be a committed school leader! School activities are exciting and can foster lasting friendships.

We look forward to assisting you individually to achieve your goals.

Have a great year.

Sincerely,

Mr. Billy Dennis
WHS Principal

Mr. Jason Fife
WMS Principal
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### 2017-2018

#### BELL SCHEDULES

**DAILY**  
(M, T, Th, F)

- 1st Period: 7:33 – 8:21
- 2nd Period: 8:24 – 9:09
- 3rd Period: 9:12 – 9:57
- 4th Period: 10:00 – 10:45
- 5A Lunch: 10:48 – 11:18
- 5A Class: 11:21 – 12:06
- 5B Class: 10:48 – 11:33
- 5B Lunch: 11:36 – 12:06
- 6th Period: 12:09 – 12:54
- 7th Period: 12:57 – 1:42
- 8th Period: 1:45 – 2:30

**ADVISORY**  
(Wednesday Only)

- 1st Period: 7:33 – 8:15
- 2nd Period: 8:18 – 8:59
- 3rd Period: 9:02 – 9:43
- Advisory: 9:46 – 10:16
- 4th Period: 10:19 – 11:00
- 5A Lunch: 11:03 – 11:33
- 5A Class: 11:36 – 12:19
- 5B Class: 11:03 – 11:46
- 5B Lunch: 11:49 – 12:19
- 6th Period: 12:22 – 1:03
- 7th Period: 1:06 – 1:47
- 8th Period: 1:50 – 2:30

**2 HOUR DELAY**

- 1st Period: 9:33 – 10:03
- 2nd Period: 10:06 – 10:34
- 3rd Period: 10:37 – 11:05
- 4th Period: 11:08 – 11:36
- 5A Lunch: 11:39 – 12:09
- 5A Class: 12:12 – 12:57
- 5B Class: 11:39 – 12:24
- 5B Lunch: 12:27 – 12:57
- 6th Period: 1:00 – 1:28
- 7th Period: 1:31 – 1:59
- 8th Period: 2:02 – 2:30
**SEMESTER EXAMS**

**Tuesday, December 12, 2017**
- Study Period: 7:33-8:10
- Period 1: 8:15-9:50
- Period 4: 9:55-11:30
- Lunch A: 11:35-12:10
- Lunch B: 12:15-12:50
- Period 7: 12:55-2:30

**Wednesday, December 13, 2017**
- Study Period: 7:33-8:10
- Period 2: 8:15-9:50
- Period 5: 9:55-11:30
- Lunch A: 11:35-12:10
- Lunch B: 12:15-12:50
- Period 8: 12:55-2:30

**Thursday, December 14, 2017**
- Study Period: 7:33-8:10
- Period 3: 8:15-9:50
- Period 6: 9:55-11:30
- Lunch A: 11:35-12:10
- Lunch B: 12:15-12:50
- Make-ups: 12:55-2:30
# Westfall Local Schools 2017-2018

## August 2017
- **Aug. 15** - Teacher Work Day
- **Aug. 16** - District Day
- **Aug. 17** - Students First Day

### Student - 11
### Teacher - 13
### WES - 62.26 hrs.
### WMS/WHS - 70.95 hrs.

## September 2017
- **Sept. 4** - Labor Day - No School
- **Sept. 5** - Students Back
- **Sept. 22** - Interim

### Student - 20
### Teacher - 20
### WES - 113.20 hrs.
### WMS/WHS - 129.00 hrs.

## October 2017
- **Oct. 17** - Student's Last Day
- **Oct. 18** - Teacher PD Day - Collab. Day - 2hr. Early Release (Teachers)
- **Oct. 18** - End of 1st Nine Weeks
- **Oct. 18** - 10 Pumpkin Show - No School
- **Oct. 23** - Students Back

### Student - 19
### Teacher - 20
### WES - 107.54 hrs.
### WMS/WHS - 122.55 hrs.

## November 2017
- **Nov. 17** - Interim
- **Nov. 22** - P/T Exchange Day - No School
- **Nov. 23-24** - Thanksgiving Break - No School
- **Nov. 27** - Students Back

### Student - 19
### Teacher - 20
### WES - 107.54 hrs.
### WMS/WHS - 122.55 hrs.

## December 2017
- **Dec. 15** - 2hr. Early Release (All)
- **Dec. 15** - End of 2nd Nine Weeks
- **Dec. 25** - Christmas
- **Dec. 18** - Jan. 2 - Winter Break - No School
- **Dec. 31** - New Year's Eve

### Student - 11
### Teacher - 11
### WES - 60.26 hrs.
### WMS/WHS - 68.93 hrs.

## January 2018
- **Jan. 1** - New Year's Day - No School
- **Jan. 2** - Teacher Work Day
- **Jan. 3** - Students Back
- **Jan. 15** - MLK Day - No School
- **Jan. 16** - Students Back to School

### Student - 20
### Teacher - 21
### WES - 113.20 hrs.
### WMS/WHS - 129.00 hrs.

## February 2018
- **Feb. 2** - Interim
- **Feb. 19** - Presidents Day - No School
- **Feb. 20** - Students Back

### Student - 19
### Teacher - 19
### WES - 107.54 hrs.
### WMS/WHS - 122.55 hrs.

## March 2018
- **Mar. 9** - End of 3rd Nine Weeks
- **Mar. 29-Apr. 2** - Spring Break - No School
- **Mar. 30** - Good Friday - No School

### Student - 20
### Teacher - 20
### WES - 111.20 hrs.
### WMS/WHS - 127.00 hrs.

## April 2018
- **April 1** - Easter Sunday
- **Apr. 2** - P/T Exchange Day - No School
- **Apr. 3** - Students Back
- **Apr. 20** - Interim

### Student - 20
### Teacher - 21
### WES - 113.20 hrs.
### WMS/WHS - 125.00 hrs.

## May 2018
- **May 24** - End of 4th Nine Weeks
- **May 24** - Students Last Day
- **May 25** - Work Day

### Student - 18
### Teacher - 19
### WES - 99.88 hrs.
### WMS/WHS - 114.10 hrs.

### Teachers: 184 days (7 hrs. 20 min.)
### WES: $995.82 hrs.
### WMS/WHS: $1,135.85 hrs.

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### Colors Used:
- **Yellow** = Students/Teacher Days
- **Blue** = 2Hr. Early Release
- **Green** = Teacher Only
- **Grey** = No School
STUDENT RIGHTS AND RESPONSIBILITIES

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual’s rights must demonstrate respect for the rights of others. These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;

2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

3. due process of law with respect to suspension and expulsion;

4. free inquiry and expression and the responsibility to observe rules regarding these rights and

5. privacy, which includes privacy with respect to the student’s school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal’s office.
I. ACADEMIC POLICIES

GRADING AND PROMOTION PRACTICES

The school year is divided into four periods of approximately nine weeks each. Nine week grades are equal to full letter values, (ex. A=4, B=3, etc.). It will take 2.0 points to pass a semester class and 4.0 points to pass a yearlong class. Plus or minus grades are not given. Grades will be averaged according to the numerical grades received by the student.

90-100 = A Excellent 80-89 = B Good 70-79 = C Average 60-69 = D Poor Below 60 = F Failing

High School Only: No credit shall be given to a student who makes an “F” average for a yearlong course. Students must receive at least 4 points for a year long course. One of those points must come from the 4th quarter. In order to pass a 1/2 credit semester course you must receive a total of two points.

Missing more than 20 days in a yearlong class, or 10 days in a semester class, may be cause for credit to be denied in that subject.

Pupils are promoted by subjects and the number of credits they have received determines their class rank. Changes in class rank will not be made after the opening of the school year.

A total of 5 credits rank the pupil as a Sophomore.
A total of 10 credits rank the pupil as a Junior.
A total of 15 credits rank the pupil as a Senior.

A student must gain 21 credits and pass all parts of the OGT test in order to receive a diploma.

Weighted Grade Policy

1. For each weighted class a student takes, their grade would be given a 0.05 grade boost, up to a certain limit.

2. The classes to be weighted at this time are:
   - A.P. English
   - CP English 9 Plus
   - CP English 10 Plus
   - A.P. Composition
   - Physics
   - Pre-Calculus/AP Calculus

3. Post-secondary classes may be weighted. The determination to give a weighted grade will be made on a class to class basis. A committee of three to seven persons will examine the course description, syllabus, and textbooks to see if it deserves a weighted grade. The committee will be made up of a principal, guidance counselor and teachers, of which at least one must be from that academic area. The decision of the committee is final and there is no appeal.

4. If a student earns a “D” in a weighted class, 0.05 will not be added to their grade point average.

5. The number of 0.05’s will be capped at the number of courses that are offered and weighted at Westfall High School. This would also exclude those in the Distance Learning Room or Post-Secondary, if it causes the student to exceed the number of those offered by the Westfall High School Staff.

6. The additional weighted grade portion will be figured into the grade point average at the end of the first semester of a student’s senior year and in their final cumulative grade point average of their high school career.

7. Homework: Graded homework shall count for no more than 10% of a student’s grade in any class.
8. WMS Required Courses: The following courses are mandatory classes and are to be taken by all students each year:

1. Language Arts
2. Math
3. History
4. Science
5. Unified Arts

ATHLETIC ACADEMIC REGULATIONS

1. A minimum of a 1.33 GPA from the preceding grading period is necessary to participate in athletics. This is for cheerleaders and sports participants.
2. A student may not participate if they have more than one “F” in the preceding grading period even though they may meet the GPA and credit requirements.
3. A high school student must be passing a minimum of 5 CREDITS per grading period.
4. An incoming ninth grader must have passed 75% of those subjects carried in the preceding grading period in which the student was enrolled. A GPA of 1.33 with no more than one “F” is required.
5. Any other requirements will fall under the OHSAA’s regulations.

GRADUATION REQUIREMENTS

CLASS OF 2014 AND BEYOND – GRADUATION REQUIREMENTS

The State of Ohio has mandated new graduation requirements for the Class of 2014. This “Core” curriculum is as follows. Please note the increase in required math credits.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Language Arts</td>
<td>4 credits</td>
</tr>
<tr>
<td>Health</td>
<td>½ credit</td>
</tr>
<tr>
<td>Math</td>
<td>4 credits (must include Algebra II or equivalent)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½ credit (2 semesters)</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits (1 physical, 1 biology, and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits (must include 1 credit in government/economics)</td>
</tr>
<tr>
<td>Electives</td>
<td>5 credits (may include fine arts, foreign languages, technology, agriculture, etc.)</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

STUDENT CLASSIFICATIONS

MINIMUM REQUIREMENTS

<table>
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<tr>
<th>Status</th>
<th>Requirements</th>
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<td>To be a Freshman</td>
<td>Completion of 8th grade</td>
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<tr>
<td>To be a Sophomore</td>
<td>Completion of five credits</td>
</tr>
<tr>
<td>To be a Junior</td>
<td>Completion of ten credits</td>
</tr>
<tr>
<td>To be a Senior</td>
<td>Completion of fifteen credits</td>
</tr>
<tr>
<td>To Graduate</td>
<td>Completion of twenty one credits</td>
</tr>
</tbody>
</table>

EARLY GRADUATION

The Board acknowledges that most students derive the maximum scholastic and social benefits from a four-year high school program. However, students who accelerate through the District’s academic program and complete the requirements of the Ohio Department of Education are permitted to graduate early.
Early graduation is available to high school students provided they follow all of the requirements established for this purpose. In order to be considered for early graduation, a student must:

- Submit an application for early graduation to the high school principal by March 30th. Applications can be obtained in the guidance office.
- Not have failed a high school course
- Must have a GPA of at least 3.5 or above
- Must have passed all 5 parts of the Ohio Graduation Test

Once approval for early graduation is established, the student becomes a member of the class in the school year in which his/her graduation requirements are completed. The diploma may be given at the completion of all requirements or at the next graduation ceremony.

**HEALTH AND PHYSICAL EDUCATION**

Two semesters of PE (1/4 credit each) and one semester of health (1/2 credit) are required for graduation. Students securing physicians permits and presenting them to their counselor may be excused from PE, but not from health. Students participating in a school recognized sporting activity, cheerleading, or band may be excused from the PE requirement. See the guidance department for details.

**II. ATTENDANCE POLICY**

Students are expected to attend classes regularly and to be on time in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. In most cases the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

Legal Reasons for School Absences (Ohio Revised Code)
1. Personal illness (doctor documentation may be required)
2. Illness in the family
3. Quarantine of the home (Health Department statement is required)
4. Death of a relative
5. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only)
6. Observance of a religious holiday
7. Emergency set of circumstances approved by building principal
8. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours (or 4 days).

**** Each student who is absent must immediately, upon return to school, make arrangements with his or her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by state law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). **Students are requested to bring a note or parents are to call the school explaining the reason for the absence, tardiness, or early dismissal.**

** Unexcused Tardiness and Early Dismissals will be counted towards total hours missed.
** Excused Absences include:

- Phone call to the school/note sent in within 1 day (limit 35 hours, consecutively).
- Doctor Excuses (within 3 days of absence).
School Absences

Per House Bill #410, school absences will now be measured in hours, not days. 5.7 hours is equivalent to 1 day (middle and high school).

<table>
<thead>
<tr>
<th>Triggering Instance</th>
<th>Steps to be Taken</th>
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<tr>
<td>Student is absent (excused or unexcused) for 17 hours (3 days) and 29 hours (5 days) in one school year.</td>
<td>An Absence Notification Letter will be mailed home from the Dean of Students.</td>
</tr>
<tr>
<td>Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.</td>
<td>Student will be referred to an absence intervention team which will include Truancy Court. <strong>High school students placed on Social Probation.</strong></td>
</tr>
<tr>
<td>Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.</td>
<td>Failure of parent participation in Truancy Court and/or failure to send student to school warrants a report to Child Protective Services.</td>
</tr>
<tr>
<td>Student is absent (unexcused) beyond 72 hours.</td>
<td>Dean of Students must file a complaint with the Pickaway County Juvenile Court and student will be assigned to the Pickaway County Alternative School.</td>
</tr>
</tbody>
</table>

1. The maximum number of hours a student may be absent from school is **85.5 hours or (15) days** per school year. Parent excusals do count towards the maximum of 85.5 hours (15 days). Extensions to this are:
   
   A. Extended periods of extreme and/or chronic illness confirmed by a doctor with documentation placed in school files when diagnosed (one day doctor excuses are not extensions).
   
   B. Long term pre-planned medical treatment or hospitalization confirmed by a doctor.
   
   C. School-sponsored field trips and school related activities approved by the building administration and approved field trip form.
   
   D. Any other extensions approved by the building administration.

2. Any student missing **35 consecutive hours (3 days)** must have a doctor’s excuse unless other arrangements have been made.

3. The maximum number of hours/days a student may be absent from a class is **6 hours (8 sessions) for a semester class and 11 hours (15 sessions) for a yearlong class. This total does not include doctor excuses, or other office approved absences. Parent excusals do count towards the maximum of 11 hours (15 sessions) a student is allotted for a yearlong class. When the student exceeds the maximum number of hours/ absences, the result may be LOSS OF CREDIT. Upon request of the parent and/or student, the building administrator will conduct a review of the “no credit” status at the conclusion of the course. The parent may appeal, in writing, the result of the building review to the central administration.

4. Any student who misses five (5) minutes or more in a class for unverified reasons will be counted absent.
Planned Absence

According to Ohio Law, days missed for family vacation, college visitation and educational activities sponsored by organizations other than school are not legal absences. However, it is recognized that circumstances may cause a parent to request that a student be out of school for one of the above reasons and planned absence has been adopted by the board of education. It should be noted that a planned absences will count towards the 38 hours. It is not an extension to the 28.5 hours (5 days) of non-doctor excused absences, or the 85.5 hours (15 days) of maximum absence. These days will count towards the 85.5 hours (15 day) limit for a year-long class or 46.5 hours (8 day) limit for a semester class.

Arrangement for business trips, family vacations, college visits or hunting trips 24 hours (4 day limit) must be made at least three (3) days in advance. The student must obtain in advance a Vacation/Trip Form, which must be pre-approved by the office then completed and turned back into the office. Obtaining the form from the office does not guarantee that the absence will be excused if the student has used their parent excused days. For example, a student may have missed 17 hours (3 days) of school if they fill out the form requesting 28.5 hours (5 more days). Only 11 hours (2 days) of the 28.5 hours (5 days) requested on the form may be excused. Please contact the office for specific questions.

Making up of Class Work

Responsibility for obtaining information about missed assignments rests solely with the student or parent/guardian. When a student is absent, it is the responsibility of the student to contact the teacher on the day he or she returns to school and make arrangements to make up assignments and tests. The time limit for make-up work is one day for each day of absence, but will not exceed two (2) weeks after the re-entry to school unless an extension is granted, in writing, by the principal.

When the absence is anticipated in advance, such as an operation, the student should arrange in advance for make-up of assignments and tests. If the student anticipates being absent more than three (3) consecutive days, he/she may request assignments by calling the Attendance Office. When the student is absent from school due to suspension or an unexcused absence the student will still be responsible to make up all work. However, the student will only receive 60% of the grade that he/she earns on the assignment.

Tardiness/ Early Dismissal

Students arriving at school after 7:15 a.m., but before 9:00 a.m. will be marked tardy to school, this time will be counted towards hours missed.

Students are expected to come to school and be in class on time. Teachers and the administration will make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for class or school. Students arriving at school late must report to the office and receive a pass to class. Excessive Tardiness/Early Dismissals will result in disciplinary action.

While early dismissals are discouraged, it is recognized that exceptional circumstances may arise where the granting of early dismissal is appropriate. Such reasons would include family emergencies and doctor or dental care. However, doctor and dental appointments should be scheduled after school or on weekends, if at all possible. If a student needs an early dismissal from school for any of the excused absence reasons, a note signed by a parent/guardian stating the reason, time for the dismissal and a phone number where the parent/guardian may be reached for confirmation, shall be brought to the school office first thing in the morning. An early dismissal will then be granted. On return, the student must bring verification of appointment so the absence may be excused.

Assembly programs that are held before the whole student body do not constitute a reason for early dismissal. Students will remain in school unless an emergency exists. Students will be given 2 unexcused tardies/early dismissals for each semester of the school year before disciplinary action will take place. Please refer to rule 17: Tardiness.
III. BUILDING AND PROPERTY

ANNOUNCEMENTS
The advisor must approve all announcements made over the intercom system before being submitted to the Principal.

BULLETIN BOARDS
The administration, teachers and student council are responsible for posting materials upon boards in the corridors. Bulletin boards are for information only. Let’s keep them neat and attractive. Nothing is to be hung on the walls without permission from the Administration.

BUILDING
The people of the Westfall School District have provided for you, the student, a splendid building filled with educational and recreational opportunities. Each student should show his/her gratitude by taking the very best care of the building and all educational supplies on loan from the Board of Education. Marking, defacing or in any manner destroying school property, or the property of other students, will result in immediate disciplinary action. The school is proud of the community; let’s make the community equally proud of our school.

Students are not permitted to be in the building at times when it is normally closed, such as after regular school hours, Saturdays, Sundays, vacation days, etc. without authorized permission

BUILDING AND GROUNDS SECURITY
The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare, and safety of its students and staff. Carefully weighing the rights of privacy students and staff against the District’s duty to maintain order and discipline, the Board authorizes the use of electronic surveillance system.

DRIVING POLICY
The Board of Education provides transportation for all school district students who reside more than two miles from the school to which they have been assigned. While transportation is offered to all eligible students, some students may choose to provide their own transportation. Regulations are established regarding student parking and driving. Violations of the Student Code of Conduct may result in the loss of driving/parking privileges. Students who are charged with Driving Under the Influence on or off of school property or who are charged with any alcohol or drug violations on or off of school property may lose their driving/parking privileges. Students who lose their driving/parking privileges during the second semester may lose their privilege of purchasing a parking permit for subsequent years.

PARKING OF VEHICLES DRIVEN BY STUDENTS

1. A student shall not park a motor vehicle without a proper parking permit, including any motorized conveyance, in any visitor or faculty parking area or in any location on school premises other than in designated parking spot between the hours of 7:00 am and 3:00 pm on all school days.

2. Students shall park in the lots designated for student use.
3. A vehicle driven by a student shall be parked immediately upon arrival on the school premises and students must enter the building. Students may not congregate in the parking lot.

4. The Westfall Local School District is not responsible for any theft or damage to a vehicle parked on school property.

REGISTRATION OF VEHICLES

The privilege to park at Westfall High School is granted to students according to established academic, behavioral and tardy criteria established by Westfall High School. Priority is given to seniors first and then juniors who meet criteria may purchase a permit as space allows.

Students who have finished the previous year with a failing grade and/or behavior or tardy concerns may not have the opportunity to purchase a parking permit at the beginning of the school year, but may earn the privilege with improved academic, behavioral and/or tardy choices.

A student who desires to drive to and park a motor vehicle on school premises shall make application for and, if approved, purchase a registration tag from the high school office for a fee of $10.00 a year. If parking spaces are available, and a student wishes to drive a vehicle only during the second semester, he/she may purchase a tag for a fee of $5.00 for the second semester.

A lost or stolen tag must be reported immediately to the office. Because of possible theft, it is highly recommended that car doors be locked. Replacement tags cost $5.00.

A student shall not sell, give, share or otherwise transfer a registration decal to another student or person.

The student registration tag shall be visible from outside of the vehicle.

Only licensed drivers may purchase a permit.

Academic and behavior concerns could result in the loss of parking privileges.

Parking passes must be purchased by the end of the 1st interim if driving for the entire year, or 30 days from the date your driver’s license is issued. If you do not purchase your permit by the deadlines, driving privileges may be denied and/or the cost of the permit will double to $20.00.

GENERAL REGULATIONS

1. A student shall not violate any law or ordinance regarding the operation of a motor vehicle or any regulation set forth herein while on school premises, under school authority or at any school-sponsored activity, function or event.

2. A student shall operate a motor vehicle on school premises safely and at a speed consistent with existing conditions, but in no case at a speed greater than ten (10) miles an hour.

3. A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians, school buses and the directions of the staff person on duty.

4. A student who operates a motor vehicle on school premises shall have a valid operator’s license and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. The Westfall Board of Education shall not be liable for the student driver, for the vehicle or for the contents of the vehicle.
5. A motor vehicle parked on school premises (including Central Office) in violation of parking and driving regulations shall be subject to being towed away at the owner’s expense.

6. A student shall not drive or park a motor vehicle on school premises when his or her privilege to do so has been suspended or revoked.

7. All students, pedestrians and drivers shall follow the directions of the staff person on duty and abide by school regulations.

DISCIPLINARY ACTION FOR VIOLATION OF DRIVING AND PARKING REGULATIONS

Disciplinary action may result from the violation of any of the driving and parking regulations set forth herein. The circumstances of a particular offense may result in suspension or revocation of a student’s registration sticker without refund or more severe disciplinary action. However, the student shall be subject to other disciplinary action as appropriate and the sequence of disciplinary action herein shall be subject to alteration.

Students who lose their driving/parking privileges for any reason will not receive a refund.

A vehicle may be towed in accordance with Board and civil policies.

LOCKERS AND LOCKS

Each student will be assigned a locker for student use. It is the student’s responsibility to keep his or her locker clean and in good order. Students should keep their locker locked at all times. Students are required to store their backpacks and coats in their assigned lockers during class time and lunch. Small purses will be allowed to be carried into classes. The locker is the property of the school and is subject to periodic inspections by the building principal or designee.

SEARCH AND SEIZURE

A. LOCKER SEARCH: A student shall not use school property to store items considered to be dangerous, prohibited by law or school rules. If there is reason to suspect that such items are being stored on school property, then search and seizure will result.

B. PERSONAL SEARCH: Students are protected from unreasonable search. If a school official suspects that a student has on his person a weapon or substance dangerous to person or property, then the official has the right and duty to conduct an immediate search and seizure.

TEXTBOOKS AND SUPPLIES

The Board of Education provides textbooks, library books, and Supplies within limitations set up in the annual budget. Pupils will be required to purchase materials not provided by the Board of Education but considered essential in securing satisfactory instruction. The Board of Education may require pupils to pay for certain supplies, which shall be provided at cost. You are expected to take good care of the books issued to you and to return them at the end of the school year or when you withdraw. When books are not in use, they must be secured in the student’s locker, not left in the classroom, restroom, halls, etc. Lost or damaged books must be paid for by the student before grades for credit will be given.

IV. CAFETERIA PROCEDURE
The computer-based, pre-pay lunch system requires meals to be pre-paid weekly, monthly, or for the whole year. A minimum weekly payment of $10 is required unless a patron qualifies for reduced lunches. Then, a weekly minimum of $2 is required. Cash will no longer be accepted in Westfall Local School District’s lunchrooms except for visitors.

Students are required to enter their own unique Personal Identification Number (PIN), which is located on their student identification card. If for some reason a student identification card is not available, the cashier can enter the student’s name. A patron’s photo will be displayed with the account, which will allow cafeteria personnel to ensure that another patron does not attempt to access the wrong account.

A patron may be denied lunch if the account balance drops below zero. If a patron’s account is delinquent, the school is not responsible for providing lunch to that patron until the account is non-delinquent. Exceptional needs or circumstances will need to be discussed with the food services coordinator and the treasurer for possible special arrangements.

Pursuant to Ohio Revised Code Section 3313.642, failure to pay fees can result in the District withholding grade cards, credits, and diploma.

Here are two ways to pre-pay:

1. Mail Check or Money Order Payable to: Westfall Local School District, Attention Becky Shaw, 19463 Pherson Pike, Williamsport, OH 43164
2. Drop checks, money orders, or cash in a sealed envelope at the designated area in each school building. Include the child’s name, grade, and PIN number (Always make certain that your child’s name is in the memo section of any check sent to school.) Pre-payments that are received before 9:00 a.m. will be posted the same business day. Payments received after 9:00 a.m. will be posted the following business day.

The school district must receive written notification from a parent/guardian if they want the following to be placed on their accounts:
1. The denial of purchasing of extra items
2. The denial of purchasing items other than the Regular Type A lunch
3. Allowing no charges on the patron’s account
4. Any dietary restrictions

Account reports and balances will be provided upon the request of the patron or parent/guardian by the following methods:
1. Ask the cashier during lunch.
2. Call 740-986-4008, Ext. 6683.
3. E-mail becky.shaw@westfallschools.com
4. Attach a note with payment.

Grade cards, credits, and diplomas may be held if a student has a negative balance. Balances will be carried over to the next school year. A refund check will be issued to the parent/guardian of all seniors for credit balances in excess of $1.00. All underclass student’s parent/guardian may have the balance carried forward to the next school year or may have a refund check issued to them by writing a letter requesting a refund. The letter must contain the following information: who the check is payable to, the student’s name, the student’s pin number, and a self-addressed envelope.

Abiding by State and Federal regulations, a parent/guardian must submit a Free and Reduced-Price School Meal Application at the beginning of each school year. Students must prepay until the application has been approved. Free and reduced students only qualify for Type A lunch. Extras and miscellaneous items are to be prepaid.

V. CLOSINGS OR DELAYS

In case school should not be open due to bad weather or for any other reason, an announcement will be made over the local radio stations-WTVN 610 AM, Q-FM-96, 92-XFM WKKJ 94.3-FM. Also the following TV stations Channels 4, 6, 10,
The Westfall Local School District Board of Education recognizes the right of each student to receive an education. The Board further recognizes that the primary responsibility of the Westfall Local Schools and its staff is to provide all students access to equal educational opportunities and equal consideration under the rules and regulations governing student behavior. These opportunities provide experience, which assists each student in becoming a responsible individual capable of fulfilling his or her role as a citizen. It is the responsibility of each student, parent, and citizen to understand that the school is a community governed by rules and regulations. The major purpose of these is not punitive control; rather, it is protection of the rights of those who wish to make full use of their educational opportunities.

Those individuals enjoying the rights of education must accept the responsibility of good citizenship. Students may forfeit their right to educational opportunities when their conduct is such that it disrupts the educational process, deprives others of their rights, or violates the law.

The Board of Education acknowledges that deprivation of rights may only occur with just cause and by due process of the law. The Board also delegates to the school officials that authority to enforce district policies and regulations and school rules governing pupil conduct. These conduct codes apply to all school premises, to all phases of school operations, including but not limited to curricular and extracurricular activities, while being transported on a school bus or authorized transportation and at any school-sponsored activity and to any other circumstance such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities.

Administrators are responsible for dealing directly with the discipline of student misconduct. Every attempt will be made to communicate to parents all necessary information concerning discipline or attendance problems. Parents and guardians should feel free to contact them for assistance.

Application of the Student Rules of Conduct

A violation of any rule may result in disciplinary action including assigned work; promotion and retention or credit penalties; detention; loss of privileges; written notice to or conference with parents; compensatory payment of damages; Saturday School; Alternative Learning Center; out-of-school suspension; in-school parent monitoring program; expulsion; emergency removal; or referral to Pickaway County Children’s Services and/or juvenile court.

A student shall NOT, in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or property of an official or employee.

**Please note that highlighted areas are changes for the 2017-2018 school year.**
**RULE 1.** Westfall is committed to promoting a healthy and safe environment for each student. Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, mood altering chemicals of any kind: A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of the aforementioned items, facilitate and/or assist in the sale of aforementioned items, or otherwise violate regulations “counterfeit controlled substances” or “Substance Abuse Policy.” (Also see “Search and Seizure”.)

“Possession” includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school property.

“Under the Influence” is defined as manifesting signs of chemical misuse, such as restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class or any other behavior not normal for the particular student.

“Mood altering chemical” includes, without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, nonprescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and the directions for proper use.

“Instrument or paraphernalia” shall include, but not be limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits.

**CONSEQUENCES:**
**Possession or use of alcohol or drugs:**
1st offense - 10 days OSS (may be reduced to 5 days at the discretion of the administrator if student/parent agree to enroll in and complete the Saturday Family Workshop)
- Referral to Bureau of Motor Vehicles
- Referral to sheriff’s office
- Placement on Social Probation
- Loss of driving/parking privilege for a quarter

2nd offense
- 10 days OSS
- Recommendation for expulsion
- Referral to Bureau of Motor Vehicles
- Referral to sheriff’s office
- Placement on Social Probation
- Loss of driving/parking privileges

**Distribution or sale of drugs, alcohol, or counterfeit drugs:**
- 10 day OSS
- Referral to Bureau of Motor Vehicles
- Referral to sheriff’s office
- Placement on Social Probation
- Loss of driving/parking privileges
- Possible recommendation of expulsionStream:2556422@10.100.15.252:22609

**RULE 2. Disruption to School:** Westfall is committed to a safe learning environment free from disruption. Any action that endangers the safety or well-being of individuals will not be tolerated. A student shall not by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations. A regularly scheduled school day that is reduced in length due to a bomb threat will be made up in one half-hour increments added to other school days.
CONSEQUENCES:
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 3. Damage to School Property: Vandalism or damage to school property is inconsistent with a fundamental Westfall principle: each student should be a good school and community citizen. A student shall not willfully or maliciously damage or attempt to damage any school property. This will include buildings, equipment, lockers, signs posted in a building and vehicles. Parents, guardians, or custodians will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

CONSEQUENCES:
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Restitution
- Possible prosecution
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 4. Damage to Private Property: Damaging the property of another individual is contrary to the belief that each student should be a good school and community citizen and respect the property of others. A student shall not damage or attempt to damage private property of another. Parents, guardians, or custodians will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

CONSEQUENCES:
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Restitution
- Possible prosecution
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 5. Assault or Fighting: Disputes between members of the school community should be resolved through proper and acceptable areas. A student shall not knowingly act or behave in such a way as could cause, attempt or threaten physical injury to other students, any school employee or other persons. Pushing, shoving, wrestling, etc. may also be considered fighting or assault.

CONSEQUENCES:
Against a student
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution
- Placement on Social Probation
- Possible loss of driving/parking privileges

Against an employee
- 10 days out-of-school suspension
- Recommend expulsion
- Possible prosecution
- Placement on Social Probation
- Loss of driving/parking privileges

**RULE 6. Disrespect:** Every member of the Westfall community is deserving of respect. Failure to demonstrate respect towards students and/or staff is considered a serious breach of the Student Code of Conduct.
A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or nonverbal disrespect, psychological or material abuse.

**CONSEQUENCES:**
Against a student
- Placement on the progressive discipline ladder
- Placement on Social Probation
- Possible loss of driving/parking privileges

Against an employee
- 5-10 days out-of-school suspension
- Possible recommendation for expulsion
- Placement on Social Probation
- Loss of driving/parking privileges

**RULE 7. Dangerous Weapons & Instruments:** Westfall must be a safe learning community for all of its members. A student shall not possess, handle, transmit or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, electronic weapon, chemical/irritants or other hazardous agents, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property, nor shall a student make a bomb threat against school property or a school event.

**CONSEQUENCES:**
- 10 days out-of-school suspension
- Possible recommendation for expulsion*
- Possible referral to sheriff’s office, juvenile justice system, and Registrar of Motor Vehicles*
- Placement on Social Probation
- Loss of driving/parking privileges
*If the violation involves bringing a firearm to school, or possessing a firearm at school, it shall be mandatory to make a recommendation to the Superintendent for a 1-year expulsion. Under federal and Ohio law, it is also mandatory to make a referral to law enforcement for bringing a firearm to school.

**RULE 8. Theft or Possessing Stolen Property:** Students shall respect the personal ownership rights of others. Principals may exercise their prerogative of reporting thefts, attempted thefts or possession of stolen property without making an attempt to return same to local sheriff’s office.

**CONSEQUENCES:**
- Placement on the progressive discipline ladder
- Restitution
- Possible prosecution
- Placement on Social Probation
- Possible loss of driving/parking privileges

**RULE 9. Threatening a Person:** Students shall not threaten another person. Threatening behavior consists of any words or deeds that intimidate or cause fear concerning a person’s physical well-being.
CONSEQUENCES:

Against a student
- Placement on the progressive discipline ladder
- Placement on Social Probation
- Possible loss of driving/parking privileges

Against an employee
- 5-10 days out-of-school suspension
- Possible recommendation for expulsion
- Placement on Social Probation
- Loss of driving/parking privileges

RULE 10. Libel or Slander: No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures or signs while slander is defamation by speaking.

CONSEQUENCES:
- Administrative discretion

RULE 11. Academic Dishonesty: Students are expected to exhibit honesty in all schoolwork. A student shall not engage in academic misconduct, including cheating or plagiarism. Students in violation of this policy may receive a zero for the work in question in addition to other disciplinary procedures that may be imposed. In addition, a memorandum of the offense will be placed in the student's accumulative record. Furthermore, Westfall High School will reserve the right to rescind college application references it has agreed to send, or has already sent in the event the student engages in any form academic dishonesty.

CONSEQUENCES:
- 3-5 days of ISR (depending on severity)
- Possible placement on Social Probation

RULE 12. Felony, Misdemeanor and Violation of Ordinances: A student shall not commit any act not listed herein as a violation of the student rules of conduct that constitutes a felony, misdemeanor or violation of an ordinance.

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 13. Repeated or Flagrant Violations of the Code: Such violations shall be dealt with by the building administration.

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 14. Hazing: A student shall not haze (harass by exacting unnecessary or disagreeable work, ridicule or playing abusive or humiliating tricks by way of initiation) another student, a school employee or persons who are guests of the school or persons conducting business for the school or otherwise violate the anti-hazing policy.

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 15. Use of Obscene Language, Gestures, and Inappropriate Material: Students are expected to model behavior accepted as being a good school citizen and reflective of a working environment. A student shall not use obscene or vulgar language, gestures, or possess inappropriate material.
CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation

**RULE 16. Truancy**: Truancy is an unexcused absence from school or class for any part of the school day. Students shall abide by the attendance laws of the State of Ohio and Westfall School District’s attendance policy unless excused by the building principal.

CONSEQUENCES:
- 3 days of ISR for skipping a class/not being in scheduled class.
- Possible placement on Social Probation.

**RULE 17. Tardiness**: Being on time to school and class is the first step to helping ensure academic success and establish good work habits needed for the future. Students shall arrive at school for each of their assigned classes at the properly scheduled time and shall not violate the attendance regulations, attendance policy, class truancy, class tardiness or tardiness to school.

**CONSEQUENCES:**

**Tardiness to school (per semester)**

1st offense – Warning from office
2nd offense – Warning from office
3rd offense - 30 Minute Detention and possible placement on Social Probation
4th, 5th, and 6th offense - After-school detention and placement on Social Probation
7th and beyond- 1 day of ISR per tardy and placement on Social Probation

**Tardiness to class (per semester)**

1st offense – Detention Issued by Teacher
2nd offense - Detention Issued by Teacher
3rd offense – Detention Issued by Teacher
4th offense – After School Detention
5th and beyond- 1 day of ISR.

**RULE 18. Tobacco and Similar Substances**: Smoking or possessing tobacco products does not promote healthy lifestyle or healthy community and is a violation of the Student Code of Conduct. Students shall not possess, buy, sell, distribute, smoke, burn or otherwise use any substance containing tobacco or a cigarette or cigar containing clove or any other substance, including look-alike devices.

**CONSEQUENCES:**
1st offense - 3 day out of school suspension (can be reduced upon successful completion of Tobacco Education Program).
- Sheriff’s office referral
- Placement on Social Probation

2nd offense - 5 day out of school suspension
- Sheriff’s office referral
- Placement on Social Probation
- Loss of driving/parking privileges

3rd offense - 10 day out of school suspension
- Recommendation for expulsion
- Sheriff’s office referral
- Placement on Social Probation
- Loss of driving/parking privileges

**RULE 19. Forgery and Falsification:** A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.

**CONSEQUENCES:**
- Placement on the progressive discipline ladder
- Placement on Social Probation

**RULE 20. Conduct on Buses:** A student shall not violate bus regulations.

**CONSEQUENCES:**
- Transportation Director/Administrative discretion
- Possible 3-10 day bus suspension
- Placement on Social Probation

**RULE 21. Public Display of Affection:** A student shall not engage in inappropriate public displays of affection. Inappropriate displays of affection include, but are not limited to, kissing, groping, grinding or other sexually oriented touching in all areas of the school including the building, parking lot and transportation.

**CONSEQUENCES:**
- Placement on the progressive discipline ladder
- Placement on Social Probation

**RULE 22. Dress:** A student shall not violate the dress code.

**CONSEQUENCES:**
- Student will be required to correct the dress code violation and then return to class. **Students will not return to class until the violation is corrected.** If the violation cannot be corrected, the student will remain in the Alternate Learning Center.
- Placement on the progressive discipline ladder for repeated violations
- Placement on Social Probation

**RULE 23. Gambling:** A student shall not engage in any form of gambling.

**CONSEQUENCES:**
- Placement on the progressive discipline ladder
- Placement on Social Probation

**RULE 24. Insubordination:** A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff.

**CONSEQUENCES:**
- Placement on the progressive discipline ladder
- Placement on Social Probation

**RULE 25. Harassment/Bullying:** A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia signs buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex that have the purpose or effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or school employee; (3) causing or intending to cause material disruption of the educational process; (4) unreasonably interfering with a student’s curricular, co-curricular or extracurricular performance; or (5) otherwise unreasonably having an impact on a student’s educational opportunities.
CONSEQUENCES:
- Placement on the progressive discipline ladder
- Completion of Bullying Protocol with building administrator or designee
- Placement on Social Probation

RULE 26. General Misconduct: Students are expected to conduct themselves in a responsible and respectful manner at all times, indicative as being an integral part of a learning work place. The student rules of conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school.

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 27. Violation of Network and Internet Access Agreement Policy: A student shall not violate the “Network and Internet Access Agreement Policy.”

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Denial of access to computer network until further notice

RULE 28. Unauthorized Use of Fire/Possession of Fire Starting Device: A student shall not be in possession of matches, lighters, etc. while on school grounds.

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation

RULE 29. Loitering, Trespassing, or Unauthorized Entry: Students shall not be willfully present in a school building, locker room, restricted area of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. Student shall not attempt to enter a locker, classroom, closed and/or restricted area without proper authorization.

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation

RULE 30. Driving/Parking: Driving to school is a privilege, not a right. Students driving a vehicle with proper parking registration shall follow the rules and regulations established for this privilege (see page 17). A student shall not drive/park an unauthorized vehicle on school property during school hours.

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation
- Loss of driving/parking privileges
**Rule 31. Electronic device violation.** Students shall abide by the electronic device policy. Middle School students will be required to keep any electronic device in their locker during school hours.

High School students who bring their electronic devices to school are strongly encouraged to leave them in their lockers during the school day.

Students are not permitted to use any electronic device (this includes cell phones) in the classroom without teacher permission. Exceptions are made for educational purposes, with advance permission from the teacher/administrator. The school district assumes no liability for lost, stolen, or damaged items of this nature while in school or on school grounds as defined in ORC 3313.753 (A) Audio or video recording of other individuals without their permission is prohibited.

**CONSEQUENCES:**

Discipline will be issued at the classroom level and teachers may:
- Issue a lunch detention
- Confiscate device

**Repeat offenders** will be asked to turn their phones into the office during the school day, may be placed on the discipline step ladder and or placed on social probation.

Students receiving four violations of the electronic devices policy will be required to leave their electronic devices at home. Violations of this policy will result in the student being placed on the progressive discipline ladder.

**ADMINISTRATION OF THE CONDUCT CODE**

The administration of the student code of conduct will be progressive and cumulative for each individual student. The administration of the code will be based on the process outlined below. The number of violations and/or seriousness of violations will determine the severity of the disciplinary action administered and will also determine the step at which the student enters the ladder.

**PROGRESSIVE DISCIPLINE LADDER**

Step 1: After School Detention or 1 day Alternate Learning Center
Step 2: 3 days Alternate Learning Center
Step 3: 5 days Alternate Learning Center
Step 4: 3 days out-of-school suspension
Step 5: 5 days out-of-school suspension
Step 6: 10 days out-of-school suspension
Step 7: 10 days out-of-school suspension and recommended expulsion

- Students may be placed on the discipline ladder at any step deemed necessary by the building administration.
- **Students who accumulate 6-7 lunch detentions may be placed at Step 1.**
- In addition to the discipline ladder, students may also be subject to Social Probation.
- Failure to serve an after school or In School Restriction assignment may result in Social Probation and/or loss of driving/parking privileges.
SOCIAL PROBATION
(High School Only)
The goal of social probation is to encourage students to perform and behave well in the classroom. It also encourages students to attend school on a daily basis. The social probation list will reset each grading period, except for students with 57 hours (10+ days) of unexcused absences. Program participation will be at the administration’s discretion.

A. Reasons a student can be placed on Social Probation:
   1. Received at least 1 F or an incomplete on the previous grading period report card.
   2. In-School Restriction or Out of School Suspension from previous grading period.
   3. 3+ tardy to school in a grading period.
   4. 23 hours (4+ days) of unexcused absences in a grading period.

B. Restrictions for students on Social Probation:
   1. No Field Trips
   2. No attendance, as a spectator, to extra-curricular activities (sporting events, school sponsored events).
   3. Cannot attend assemblies
   4. Cannot attend dances (including prom, homecoming, etc.)
   5. Parking privileges removed for a specific time period.

C. Ways students can remove themselves from Social Probation:
   1. No D, F, or complete grades on following interim grade report.
   2. Perfect or improved attendance from start of grading period to interim report (no tardy or unexcused absences).
   3. No disciplinary referrals, including bus write-ups.

DETentions

Administrative Detentions
Students may be given detention(s) by the administration for various offenses. This detention will be served as assigned, up to 60 minutes in length. The student will serve the detention at a mutually agreed upon time and location. This will enable the student to make arrangements for transportation.

Lunch Detentions
Students may be assigned a lunch detention(s) by a teacher. The length of teacher detentions will be up to 30 minutes during the student’s lunch period.
**Once students accumulate 6-7 lunch detentions they may be placed on the Discipline Step Ladder and Social Probation.

AFTER SCHOOL DETENTION

Students may be assigned to After School Detention for various violations of the student conduct code. After School Detention is a silent study session from 2:30p.m. until 4:00p.m. and is supervised by a staff member.
The following guidelines are used when a student is assigned to After School Detention.

General

1. After School Detention will allow students to work on school studies and improve their likelihood of success in the classroom.
2. Students will not be allowed to sleep or talk during After School Detention.
3. After School Detention will not be an alternative for substance abuse offenses, assaults or fighting.
4. Excuses such as job responsibilities, work at home, family obligations, school activities or lack of transportation are not acceptable reasons for missing After School Detention.

Attendance

1. Students shall attend from 2:30p.m. until 4:00p.m.
2. Students arriving after 2:35p.m. will be marked as tardy and shall remain in After School Detention an additional 15 minutes.

School rules

1. All school rules are to be observed while students are on school grounds.
2. Students not reporting to After School Detention or not fulfilling the requirements of After School Detention will be subject to further disciplinary actions, including a loss of privileges and/or loss of driving privileges.

Academic

1. Students shall be required to do school-related work during After School Detention.
2. Students should arrive at school with the necessary school supplies, i.e., textbooks, notebooks, pens, etc. Students will not be permitted to go to their lockers for supplies.
3. When appropriate, a certificated teacher will offer assistance upon request to students having academic difficulties.

In-School Restriction (ISR)

1. ISR will be facilitated by a staff member.
2. Students are to report to the designated classroom for ISR and stay for the entire school day, 7:20 a.m. to 2:30 p.m. This is subject to administrator’s discretion.
3. If a student has an unexcused tardy, is truant, or has behavioral issues in ISR, the student may be subject to additional administrative action (consequences).
4. Students are responsible for bringing all needed textbooks and classroom materials to ISR.
5. Students are required to eat lunch in the ISR.
6. Students receive credit for assigned work and attendance.
7. ISR is not subject to appeal.

Westfall High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

OUT OF SCHOOL SUSPENSION

1. The Superintendent, Principal or Assistant Principal may suspend a student for not more than ten (10) school days. The Superintendent, Principal or Assistant Principal shall give the student written notice of the intent to suspend and the reasons for the intended suspension.
2. The student shall have an opportunity to appear in an informal hearing before the Principal, Assistant Principal or Superintendent or designee and shall have the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. This hearing may take place immediately.
3. Within one (1) school day of the suspension, the parent, guardian or custodian (hereafter referred to as “Parent”) of the student and the Treasurer of the Board will be notified in writing of the suspension by the Superintendent or Principal. The notice shall include the reasons for the suspension, the right of the parent or student to appeal the suspension in writing within 10 calendar days to the Board of Education or its designee and the right to be represented by legal counsel at the appeal. The notice shall also state that the parent/student has the right to a hearing before the Board or its designee in order to be heard against the suspension, that the parent/student may request that the hearing be conducted in executive session if before the Board, and that the Superintendent may seek permanent exclusion if the student is age 16 or older and the suspension is based on one of the specified offenses for which permanent exclusion is allowed. A parent conference may be arranged to discuss the action being taken by the school.
4. Suspended students cannot participate in or attend any school-related activities during the period of suspension.
5. Students who are suspended are eligible to earn credit for daily work missed as a result of an out-of school suspension. The work must be completed on the day the student returns to school or on the assigned date determined by the classroom teacher.
6. Students who are suspended are eligible to make up nine-week tests, semester tests, and final exams and receive his/her earned grade on the test. All students who are suspended have access to class assignments during their out-of-school-suspension.
7. Out-of School Suspension may also result in a loss of privileges and also a loss of driving privileges.

**APPEAL OF OUT OF SCHOOL SUSPENSION**

1. Suspensions may be appealed to the Board or Board’s designee within ten (10) calendar days of the parent/guardian’s receipt of the written suspension notice. The written appeal must state the reasons why the suspension is being appealed.
2. Upon review, the Board or Board’s designee may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
3. The Board or Board’s designee shall reach the decision and provide written notice to the parent/guardian within five (5) school days following the hearing.
4. The Board or Board’s designee shall make or cause to be made a verbatim record of appeal hearings. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.
5. A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal.
6. The decision of the Board or Board’s designee may be appealed to the Court of Common Pleas as authorized by Ohio law.

**EXPULSION**

1. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days duration, but not to exceed eighty (80) school days except for firearm, weapon, knife or destruction device, which may result in a one-year expulsion or permanent exclusion.
2. The Superintendent will give the student and parent written notice of the intended expulsion, including reasons for the intended expulsion. The notice shall also state that the student and parent or representative shall have the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the intended expulsion or to otherwise explain the student’s actions. The notice shall further state the time and place to appear, which must not be less than three (3) days or later than five (5) days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil or his parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parent and the Treasurer of the Board of Education of the expulsion in writing. This notice shall include the reasons for the expulsion, the rights of the student or parent to appeal the Superintendent’s decision to the Westfall Board of Education or its designee in writing within 10 calendar days and the right to be represented by legal counsel at the appeal. The notice shall also state that the parent/student has the right to a hearing before the Board or its designee in order to be heard against the suspension, that the parent/student may request that the hearing be conducted in executive session if before the Board, and that the Superintendent may seek permanent exclusion if the student is age 16 or older and the suspension is based on one of the specified offenses for which permanent exclusion is allowed.
4. Students who have been expelled from the Westfall Local Schools are withdrawn from school. Therefore, a student may not earn credits for the specified period of expulsion. Once the student has completed serving their expulsion, they must re-enroll in the Westfall Local Schools.
APPEAL OF EXPULSION

1. The decision of the Superintendent may be appealed to the Board of Education’s designee. Requests for such appeal shall be made to the Board of Education’s designee within fourteen (14) days after the first day of the expulsion.
2. The student or parent/guardian shall have the right to be represented in all appeal proceedings and shall be granted a hearing before the Board’s designee, in order to be heard with regard to the expulsion.
3. The Board’s designee shall make or cause to be made a verbatim record of the appeal hearing. The record shall not be reduced to writing except at the request, cost and arrangement of the party requesting the written record.
4. The student shall remain expelled for the duration of the expulsion unless or until action modifying the expulsion is taken on appeal.
5. The Board’s designee may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion.
6. The decision of the Board of Education’s designee may be appealed to the Court of Common Pleas in accord with Chapter 2506, Ohio Revised Code.

EMERGENCY REMOVAL OF STUDENTS

If a student’s presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then the Superintendent, Principal or Assistant Principal may remove the student from curricular or extracurricular activities or from the school premises.

A teacher may remove the student from curricular or extracurricular activities under his/her supervision. If a teacher makes an emergency removal, reasons will be submitted to the Principal, in writing, as soon after the removal as is practicable.

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion, the requirements of notice and a hearing do not apply.

If the emergency removal exceeds twenty-four (24) hours, then a due process hearing shall be held. Written notice of the hearing and the reason for removal in any intended disciplinary action of suspension or expulsion shall be given to the student as soon as is practicable prior to the hearing. The hearing shall be held in accordance with suspension or expulsion provisions; whichever is applicable, except that the hearing shall be held within seventy-two (72) hours after the removal is ordered. The person who ordered or requested the removal will be present at the hearing. If the Superintendent or Principal reinstates a student to the hearing for emergency removal, the teacher shall, upon request, be given the reasons for the reinstatement in writing. A teacher cannot refuse reinstatement of a student.

Under the condition of an emergency removal, a student can be restricted from attending class until the matter of the student’s misconduct is disposed of either by reinstatement, suspension, expulsion or other disciplinary action. In cases where it is alleged that federal, state or local laws have been violated, the Principal will, to the extent permitted by law, refer the matter to the proper authorities in addition to imposing school disciplinary measures. Interrogation and/or removal from school by law enforcement officials shall occur as follows:

1. A student in school may not be interrogated by law enforcement officials or any person not affiliated with the school without the knowledge of school officials and an attempt to notify parent(s) or guardians.
2. Any interrogation must be conducted in private with an official school representative present.
3. A student may not be released to the custody of persons other than his/her parent(s) or custodian(s), unless placed under arrest by a legal authority.
4. When a student is questioned by school officials or staff members as part of a sheriff’s office investigation, whether relative to his/her conduct or in an attempt to gather information, the student shall have the right to be accompanied by a teacher, administrator, counselor or parent/custodian during the questioning.
The use of physical restraint to protect persons or property, to remove a student from a seriously disruptive situation or to obtain the identity of an individual who refuses a reasonable request for identification may be required in some situations. It is recognized, therefore, that situations may call for the use of reasonable physical restraint by staff members. The situations exist when:

1. The physical safety of a person is endangered;
2. Property is being vandalized or stolen;
3. A student is creating a seriously disruptive situation that violates the rights of others; or
4. An individual refuses a reasonable request to prove identification. In such situations, reasonably available alternatives should be employed before physical restraint is used. Some alternatives that should be considered include:

a. Requesting identification of the individual if his/her identity is not known or cannot be readily determined;
b. Requesting that improper actions cease immediately;
c. Directing the individual to go to the principal’s office;
d. Advising the student that he/she will be subject to disciplinary action for failure to comply with a reasonable request to report to the Principal’s office; or
e. Sending another student to the Principal’s office or to another staff member seeking help when there is sufficient time to do so.

It is recognized that normal activities within the school often include appropriate minimal physical contact with students to facilitate approved educational purposes and to provide for the safety of students.

**PERMANENT EXCLUSION**

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is a convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- any possession or involvement with a deadly weapon or dangerous ordnance
- drug traffic
- murder, manslaughter, assault or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes

This process is formal and will usually follow an expulsion and the proper notification of the parents.

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

**VII. DRESS CODE**

School dress should not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

Requirements include the following.
1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.

2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.

3. Dress and grooming are not such as to disrupt the teaching/learning process.

The following attire is considered inappropriate for school attendance:
   a. Shirts or tops that do not cover the shoulders
   b. Shirts or tops that show the midriff, undergarments or cleavage
   c. Hats or sunglasses
   d. Torn Clothing (shirts, shorts, jeans, etc. even if a garment is under the torn item)
   e. Garments that display profane, obscene, or suggestive messages
   f. Chains, spiked jewelry, or gang related symbols or clothing
   g. The guideline for shorts and skirts is that they must measure to the end of one’s fingertips.
   i. PJ’s or sleepwear
   j. No student, while attending school or a school function, shall wear or display any item in a visible piercing when such an item presents a health or safety threat or disruption to the educational environment.
   k. Pants, (i.e yoga pants, leggings, and/or spandex) worn without a shirt that is, at least, fingertip length
   l. Students are not permitted to wear hoods or any material that covers head or face inside the building.
   m. No unnatural hair color (for example: yellow, green, blue, purple, pink, etc) **Middle School Only
   n. No facial piercings, except for the ears. **Middle School Only

The administration will exercise its judgment on appropriate dress. Students who fail to conform to the dress standards may not be permitted to attend classes until their dress is deemed appropriate. Dress code violations will be determined by how the students are dressed at the time of the incident and not how they present themselves in the office by altering their appearance.

**VIII. ELECTRONIC EQUIPMENT**

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal, the classroom teacher, or advisor/coach.

**NETWORK ACCEPTABLE USE**

Board Policy: EDE

**COMPUTER/ONLINE SERVICES**

(Acceptable Use and Internet Safety)
Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user’s access privilege.

Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students’ and employees’ rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. Accessing personal social networking websites for non-educational purposes;
4. Reposting (forwarding) personal communication without the author’s prior consent;
5. Copying commercial software and/or other material in violation of copyright law;
6. Using the network for financial gain, for commercial activity or for any illegal activity;
7. “Hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. Accessing and/or viewing inappropriate material and
9. Downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user’s agreement is signed to indicate the user’s acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which, maintain a running log of Internet activity, recording, which sites a particular user has visited. “Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibiton of genitals and
3. taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.
Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

Board Policy: EDE-R

**COMPUTER/ONLINE SERVICES**  
(acceptable use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District’s computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author’s permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users’ mail or files; they shall not attempt to interfere with other users’ ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users’ mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or the building administrator.

**WIRELESS COMMUNICATION OR ELECTRONIC DEVICES**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, provided that during school hours the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight, unless given prior approval from building administration. For Middle School students, WCDs must be turned off and kept in lockers during school hours. WCDs may be permitted in buildings where approved WCD zones have been established. Approval by the superintendent/designee is required before establishing WCD zones.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs or electronic devices: cellular and
Students, wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, electronic watches and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or coach/advisor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

A. The student has a special health circumstance (e.g., an ill family member, or his/her own special health condition).

B. The student is using the WCD for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher’s permission and supervision.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms and restrooms.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy JFCF – Hazing and Bullying.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography). Any search will be conducted in accordance with Policy JFG: Interrogations and Searches. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A staff member who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the end of the school day.
Students may use school phones to contact parents/guardians during the school day with permission of the principal.

SEXTING

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to the appropriate law enforcement agencies.

IX. GUIDANCE OFFICE

For a full listing of course offerings, please refer to the Westfall High School Curriculum Guide. This guide is located in the guidance office and online at www.westfallschools.com

SPECIFIC GUIDELINES FOR SCHEDULING COURSES

1. All students must schedule at least five units of credit in order to be a fulltime student.
2. Special permission is needed to audit a class (educational option with no credit)
3. Athletes are required to pass a minimum of five credits per nine weeks, and recommended to carry six or more credits. A minimum G. P. A. of a 1.33 for each nine weeks and no more than one “F” has been approved by the Westfall Board of Education. Any other athletic eligibility requirement will fall under the OHSAA’s regulations.
4. Students may not schedule more than 1 study hall without approval from the administration and guidance office.

SPECIFIC GUIDELINES GOVERNING SCHEDULING CHANGES

1. After the school year starts, schedules will NOT be changed unless unusual circumstances prevail, so students should choose courses thoughtfully and confer with parents, teachers, and the guidance counselor about the most advantageous courses to take. Parent signature is required for changing and/or dropping a class.
2. A student may add a course only if he/she has a study hall at the time the class is offered, and there is a seat available in the desired class.
3. A student must request a schedule change if he/she has failed a prerequisite or required course, or if the schedule card is in obvious error.
4. Students may drop and/or add a course without penalty within the first ten days of the course. After ten days administrative approval is required. Students who drop a class after this time drop with a FAILING grade. The grade will be counted toward overall G. P. A., athletic eligibility, etc. A parent signature is required for dropping and adding a class.
5. Schedule changes will not be made to accommodate late start/early release

PICKAWAY ROSS CAREER AND TECHNOLOGY CENTER

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Students wishing to attend Pickaway Ross Career and Technology Center need the following credits by the end of their sophomore year:

- English: 2 credits
- Math: 2 credits
- Physical Education: 1/2 credit
- Health: 1/2 credit
- Science: 2 credits
- World Studies: 1 credit

If the student has deficiencies in the above subjects, he/she must meet with the counselor to determine eligibility for PRCTC.

Pickaway Ross Career and Technology education is for grades 11 and 12.

Please visit the guidance office for more information on Pickaway Ross CTC.

**NATIONAL HONOR SOCIETY**

Westfall High School maintains a chapter of the National Honor Society.

For specific information related to NHS and the selection of members, please refer to the Westfall High School Curriculum Guide. This guide is located in the guidance office and online at www.westfallschools.com.

**OHIO GRADUATION TESTS**

The state of Ohio has mandated that ALL STUDENTS MUST PASS The Ohio Graduation Test, as well as required courses, prior to receiving a diploma. Tests are administered twice a year until passed by the student. The same requirements apply to students attending Pickaway Ross Career and Technology Center.

**HONORS DIPLOMA CRITERIA**

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course, or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including one unit of physics and one unit of chemistry;
4. Earn four units of social studies;
5. Earn three units of world languages (must include no less than two units for which credit is sought), i.e. three units of one world language or two units of two different languages;
6. Earn one unit of fine art;
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing services’ ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board’s SAT verbal and mathematics sections (excluding the required writing section).

**You must meet seven of the eight criteria in order to qualify for the Honors Diploma.

Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

Post Secondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.
1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.

2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.

3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

Coursework Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study. If a student chooses to use the opt-out, they must complete both seasons. Otherwise, students will need to complete two semesters of physical education. Students may not do one season of an activity and one semester of physical education.

Community Service

The District offers community service education which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

Ohio Core Opt Out
The District does not offer students the ability to participate in the Ohio Core Opt Out.

X. HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

Introduction

Harassment, intimidation and bullying of students in the school environment can substantially interfere with their ability to learn, perform and feel safe. Therefore, any conduct, communication, activity or practice that occurs at any time, on school property or during any school-sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation or bullying in the schools, the following procedures shall be followed:

1. Students must report acts of harassment, intimidation or bullying to teachers, district employees, and/or school administrators;

2. The parents or guardians of students should file written reports of suspected harassment, intimidation or bullying with the building principal or other appropriate administrator;

3. Teachers and other school staff who witness acts of harassment, intimidation or bullying or receive student reports of harassment, intimidation or bullying shall notify school administrators;
4. School administrators shall investigate and document any written or oral reports;

5. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation or bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by ORC Section 3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation or Bullying

In accordance with this policy, "harassment, intimidation or bullying" means either of the following:

A. Any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1) Causes mental or physical harm to the other student and

2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

B. Violence within a dating relationship.
The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

A. Physical violence and/or attacks.

B. Taunts, name-calling and put-downs.

C. Threats and intimidation (through words and/or gestures).

D. Extortion or stealing of money and/or possessions.

E. Exclusion from the peer group or spreading rumors.

F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:

1) Posting slurs on websites where students congregate on web logs (personal online journals or diaries);
2) Sending abusive or threatening instant messages;

3) Using camera phones to take embarrassing photographs of students and posting them online;

4) Using websites to circulate gossip and rumors to other students;

5) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers and

6) Violence within a dating relationship.

3. Complaint Process

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.
B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation or bullying, and the names of any potential student or staff witness.

A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation or bullying and help eliminate harassment, intimidation or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

4. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

5. Investigation
A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation or bullying, and the Board's interest in a prompt and fair investigation.

B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation or bullying has occurred.

6. **Post-Investigation Procedures**

   A. Upon conclusion of the investigation, the investigator shall issue a written report.

   The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation or bullying was found not to have engaged in harassment, intimidation or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.

   B. A finding of no harassment, intimidation or bullying or inconclusive evidence shall end the investigation.
C. If harassment, intimidation or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation or bullying and to correct its effects on the complainant and others, if appropriate.

7. Retaliation is **Prohibited**

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

8. Remedial Actions

Verified acts of harassment, intimidation or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such harassment, intimidation or bullying behavior will end as a result.

Harassment, intimidation or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation or bullying. While conduct that rises to the level of "harassment, intimidation or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

9. Nondisciplinary Interventions
When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts of harassment, intimidation or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

10. **Disciplinary Interventions**

When acts of harassment, intimidation or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

11. **Strategies for Protecting Victims**

   A. Supervise and discipline offending students fairly and consistently;

   B. Provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition;

   C. Maintain contact with parents and guardians of all involved parties;
D. Provide counseling for the victim if assessed that it is needed;

E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;

F. Check with the victim to ensure that there has been no further incidents of harassment/intimidation/bullying or retaliation from the offender or other parties. In addition to the prompt investigation of complaints of harassment, intimidation or bullying and direct intervention when acts of harassment, intimidation or bullying are verified, other district actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

1) Respectful responses to harassment, intimidation or bullying concerns raised by students, parents or school personnel;

2) Planned professional development programs addressing bully/targeted individuals' problems;

3) Data collection to document bully/victim problems to determine the nature and scope of the problem;

4) Use of peers to help ameliorate the plight of victims and include them in group activities;

5) Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
6) Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

7) An attitude that promotes communication, friendship, assertiveness skills and character education;

8) Modeling by staff of positive, respectful and supportive behavior toward students;

9) Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

10) Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere and/or

11) Forming harassment, intimidation and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement and community members.

12) The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the District. Information regarding the policy shall be incorporated into employee training materials.
Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying and their rights and responsibilities under this and other District policies, procedures and rules at student orientation sessions and on other appropriate occasions.

XI. TRANSPORTATION OF PUPILS

All pupils shall arrive at the bus stop five minutes before the scheduled bus pick up. The driver shall stop for pupils to enter and to leave the bus, and no pupil shall enter or leave the bus under other circumstances. Students are not permitted to get off the bus except at the student’s home or pick-up point unless approved by the principal or transportation director.

The rights of the students to ride the buses are conditioned on their good behavior and the observance of the driver’s rules and regulations. The drivers are authorized and empowered to enforce the same. If any pupil persists in disobeying any of the rules, the driver shall notify the principal of the school or transportation director. The students will then be dealt with according to the disciplinary policy.

BUS BEHAVIOR POLICY

In order for the Westfall School System to have dependable and safe school transportation for your child, we have adopted the following regulations.

Failure to comply with the following regulations may result in a student being denied the privilege of riding the bus, at the discretion of school officials, for a minimum of one day to a maximum of the remainder of the school year. Some offenses on the bus may also result in suspension from school. If a student is removed from a bus he/she will not ride any other bus in the district to or from school or to any school related event during the suspension.

In order to preserve the safety and welfare of the riders, it is imperative that students obey the rules of the bus driver and the school, because the bus is considered an extension of the school grounds. Parents and students must understand that school bus transportation is a privilege and NOT a right. The school bus driver shall be in charge at all times and shall be responsible to maintain control of students.

Parents are encouraged to come to school to discuss school bus problems.

PARENT AND STUDENT RECEIPT OF POLICY
Parent/Guardian and Student signature is required on the emergency medical card. These Signatures confirm that you and your child/children have read the Student School Bus Behavior Policy that is printed in the student handbook. Notify the office if you did not receive one.

Please complete, sign and return the 3x5 Emergency Medical Card to your child's bus driver by the end of the first week of the new school year. If your child does not ride a bus, return the completed card to the homeroom teacher. All students are required to fill out a card.

Failure to return the card may result in loss of riding privileges.

EXPECTATIONS OF STUDENTS

1. The driver is not permitted to wait for students at the bus stop. Students must be at the stop before the bus arrives for pickup and must be ready to get on the bus so that the driver can maintain his/her time schedule. EXCEPTION -- extreme weather conditions. Students must wait in a location clear of traffic and at least 10 feet away from the bus when it arrives.
2. AT THE BUS STOP students shall properly conduct themselves. For example: students shall not litter, throw debris, or engage in vandalism, threatening or boisterous conduct, whistling or calling at people, fighting, rough housing or harassment of others; students and shall not use any sort of profane language or obscene gestures, shall not possess or use any type of tobacco, matches, lighters, or knives, and shall not possess, use or transmit any type of alcohol or drugs. Parents are responsible to supervise children as needed at the bus stop.

3. CROSSING ROADS -- IMPORTANT FOR ALL STUDENTS, NOT JUST YOUNG STUDENTS. If it is necessary to cross the road when boarding or leaving the bus, the student shall wait for the clear sign from the driver and shall cross 10 feet in front of the bus. Also, students must watch for vehicles coming from any direction that might fail to stop as they should.

4. Each student must go directly to the seat assigned by the bus driver and remain in this seat keeping aisles and exits clear until the bus arrives at his/her stop. Students are to sit three to a seat when necessary and are not permitted to stand while the bus is moving.

5. Students must observe classroom conduct and obey the driver promptly and respectfully. No student will refuse to obey the instructions of the driver or talk back.

6. Students must keep head, arms and all parts of the body inside the bus and feet on the floor (if possible). The driver and only the driver has the authority to permit passengers to raise or lower windows on the bus.

7. No student may litter or throw debris in, around or out of the bus.

8. Eating, drinking, chewing gum and spitting are not permitted on the bus, except as required for medical reasons.

9. Loud talking, boisterous conduct, whistling or calling at people outside the bus, and talking at intersections and railroad crossings is not permitted.

10. No student may roughhouse on the bus. No student may harass or threaten another student or other person on the bus.

11. No student may use any sort of profane language or obscene gestures on the bus.

12. No student may engage in any vandalism or acts resulting in damage to the bus. Students/parents are liable for payment to correct damage caused.

13. No student may fight on the bus.

14. No student may possess or use any type of tobacco, matches, lighters or knives on the bus.

15. Students may not possess, use or transmit alcohol, or drugs on the bus, except for prescription medication required by the student. Refer to Substance Abuse/Use Policy.

*Note: Violation of Rules 13, 14, or 15 will result in an automatic suspension from the bus and from school.

16. No student may use the emergency door at any time other than during an emergency drill or actual emergency.

17. No student may get off the bus at any stop other than his/her own unless they have a signed note from parent or guardian and approved by Principal or Transportation Director.

ITEMS BROUGHT ONTO BUS
18. Students shall not attempt to bring, and shall not be permitted to carry onto the bus with them animals, firearms, ammunition, explosives, glass, sharp objects, knives or any other dangerous materials or objects.

19. Students should not block the aisle with their feet or packages.

20. The bus driver may deny a request to bring large items/projects onto the bus if they cannot be held safely on the student's lap. The bus driver may request that bats, balls, toys, etc. be stored at the front of the bus. Large equipment such as band instruments and football equipment may be transported on the bus if there is room for the equipment under the seats or on empty seats. The driver may refuse to transport this equipment if it blocks the aisle.

Emergency (Immediate) Removal
21. No student will engage in any acts which endanger the safety of other students or the bus driver. Immediate, emergency removal is authorized by the bus driver when the student's presence poses a danger to the persons and property or a threat to the safe operation of the bus. If necessary, law enforcement officials will be contacted.

PROCEDURES FOR VIOLATION OF EXPECTATIONS

1st DEGREE OFFENSES: Offenses that threaten the health/safety of passengers may result in suspension from the bus for the remainder of the school year and may also result in suspension from school and/or extracurricular activities.

Examples (including, but not limited to)

♦ Threats which pose a potential harm to someone physically, socially or emotionally
♦ Consumption/possession of drugs/alcohol/tobacco
♦ Fighting
♦ Weapons/explosives
♦ Use of matches or lighters
♦ Insubordination
♦ Vandalism

2nd DEGREE OFFENSES: Offenses that could threaten health/safety of passengers may result in suspension from the bus for 3 to 10 days or may follow procedure for 3rd degree offenses depending on severity of offense and prior offenses.

Examples (including, but not limited to)

♦ Talking at railroad crossings
♦ Harassing other students
♦ Roughhousing

3rd DEGREE OFFENSES: Offenses that do not threaten health/safety of passengers will generally result in applying the following procedures:

1. First incident 3rd degree offense. Bus conduct report filed; will serve a lunch detention; copies sent to parent, Principal, Transportation Director and bus driver. Bus conduct report will state a second incident could result in detention, in school restriction or suspension of transportation privileges depending on severity of second incident.

2. Second Incident 3rd degree offense. Bus conduct report filed as above; possible detention, in school restriction, or one-to-three day bus suspension; hold conference with parents if deemed necessary; letter sent with conduct report stating that a third incident could result in a three-to-five day bus suspension.

3. Third incident 3rd degree offense. Bus conduct report filed as above; hold conference with parents, bus driver, Principal and Transportation Director, and/or possible three-to-ten day bus suspension.

Immediate Removal

When in the judgment of the Superintendent or his/her designee, a student has committed a serious offense, and/or has been judged to present a potential health and/or safety hazard to the bus passengers or the bus driver, the student's transportation privileges may be immediately suspended by the Superintendent or his/her designee for a period not to exceed the remainder of the school year. The parents and/or student shall be provided an opportunity for a hearing as soon as possible (72 hours) following suspension from the bus.
Due Process Procedures for Bus Suspensions

A bus conduct report and/or letter concerning the offense is to be made by the bus driver to the Superintendent or his/her designee following the incident. If a student is to be suspended from the bus he/she will be provided written or verbal notice of the charges against him/her, and an opportunity to appear before an administrator or transportation supervisor to explain his/her side of the story and to explain his/her actions. If the suspension from the bus to be imposed is for more than 10 school days, the student’s parent will also be notified of the opportunity to appear before an administrator with the student. Suspension of bus riding privileges may be implemented by a principal, transportation supervisor, Superintendent or other administrator.

The Administration reserves the right to discipline students in relationship to the degree of the infraction that has occurred. The above only lists examples of prohibited conduct and possible consequences.

Students are still required to attend school even when the privilege of riding a school bus is removed. Not having a ride is NOT an acceptable excuse for not attending school and will be counted as an unexcused absence.

XII. WORK PERMITS

Work permit applications can be secured from the main high school office. State law requires work permits for any student less than 18 years of age who is interested in either a part-time or full-time work. The applications must be returned to the high school office, which will issue the actual work permit.